

SOMERSET COUNTY JOINT INSURANCE FUND
FUND COMMISSIONER'S MEETING MINUTES
July 26, 2017

STATEMENT OF PROPER NOTICE READ BY COMMISSIONER NAPLES: Adequate notice of the regular meeting of the SCJIF held on Wednesday, July 26th, 2017 at 8:34 a.m. at the Somerset County Park Commission Headquarters located in Bridgewater, New Jersey, has been provided through posting of said notice to the *Courier News*, and the *Hunterdon County Democrat* in accordance with Section 13 of the Open Public Meetings Act.

FLAG SALUTE/MOMENT OF SILENCE

ROLL CALL OF COMMISSIONERS

PETER PALMER	County of Somerset	Present
RAYMOND A. BROWN	Somerset County Park Commission	Present
JOHN TROJAN	Raritan Valley Community College	Present
RAELENE CATTERSON	Somerset County Vocational & Technical Schools	Present
GREGORY BONIN	Township of Branchburg	Absent
BRIAN K. AUGER	Somerset County Library Commission	Present
KELLY G. CUPIT	Township of Green Brook	Absent
DONALD HUTCHINS	Township of Raritan	Absent
JAMES T. NAPLES	Township of Bridgewater	Present
MARIE PARDO	Township of Clinton	Present
DIANE MC DANIEL	Township of Delaware	Present

ALTERNATE COMMISSIONERS

YVONNE CHILDRESS	County of Somerset	Present
DANIEL J. LIVAK	Somerset County Park Commission	Present
NANCY MOORE	Raritan Valley Community College	Absent
WILLIAM G. HYNICK, JR.	Somerset County Vocational & Technical Schools	Absent
MARGUERITE SCHMITT	Township of Branchburg	Present
BRIAN MORGAN	Somerset County Library Commission	Absent
RAYMOND S. MURRAY	Township of Green Brook	Present
CAROL BARBATI	Township of Raritan	Absent
J. GARY HOWARTH	Township of Bridgewater	Present
JESSE LANDON	Township of Clinton	Present
CHARLES HERMAN	Township of Delaware	Absent

ALSO PRESENT

EXECUTIVE DIR/ADMIN: NEW JERSEY RISK MANAGERS & CONSULTANTS, INC.
◆ Raymond L. Hughes II ◆ Maryjane Hydro
◆ H. James Griffith ◆ Lucy Martins ◆ Lynn Schwankert

FUND ATTY/LITIGATION: DiFRANCESCO, BATEMAN, KUNZMAN, DAVIS,
LEHRER & FLAUM, P.C.
◆ Stephen O. Davis, Esq.

FUND ATTY/ADMINISTRATION: SAUL EWING
◆ M. Paige Berry, Esq.

CLAIMS ADMINISTRATION:

QUAL-LYNX

- ◆ Javier B. Esparra
- ◆ Lisa Gallo

RISK MANAGERS:

ACRISURE

- ◆ Louis Beckerman

BALKEN RISK

- ◆ David Balken

LAFONTAINE & BUDD

- ◆ James T. Rick, Jr.

PINNACLE RISK SOLUTIONS

- ◆ Richard Duthie

RICHLAND KNOWLES AGENCY

- ◆ Michael Sabbagh

INTRODUCTION OF GUESTS: Marguerite Schmitt, Alternate Commissioner for the Township of Branchburg and Jesse Landon, Commissioner for the Township of Clinton, and Lisa Gallo from Qual-Lynx, WC Client Services Manager were attending their first meeting and introduced to the Board.

Louis Beckerman – Risk Manager for the Township of Green Brook, David Balken – Risk Manager for the Township of Clinton, Jamie Rick – Risk Manager for the Townships of Branchburg and Bridgewater and Michael Sabbagh – Risk Manager for the Township of Delaware were all present. In addition, also present to make a presentation was Normand Vermette, Managing Director from Alan Gray LLC.

PUBLIC COMMENT: None

Commissioner Hutchins arrived at 8:36 a.m.

MOTION TO APPROVE MINUTES FROM THE MAY 24th, 2017 MEETING:

MOTION: Commissioner Trojan

SECOND: Commissioner Brown

VOTE: Unanimous

SERVICE PROVIDER REPORTS

Executive Director/Administrator: In addition to the report submitted, Raymond Hughes stated that as anticipated, the Department of Banking & Insurance sent examiners to the offices of New Jersey Risk Managers to conduct an audit. The recently concluded report was filed with the department. Pursuant to the N.J.S.A. 17:23-24(d)1 requirement, copies of the *Report On Examination As To The Condition Of The Somerset County Joint Insurance Fund Somerville, NJ As At December 31, 2015* was provided to each Commissioner. The SCJIF was found to be in compliance with no recommendations. Members of the Executive Committee executed affidavits indicating they read and reviewed the report. The affidavits will be forwarded to the State Department of Banking & Insurance.

Raymond Hughes advised Fund Members of the 2018 Renewal Application process which will begin soon. He further explained that an important aspect of underwriting is compliance with all application instructions, particularly with regard to schedules maintained in each Excel database.

Maryjane Hydro acknowledged Township of Branchburg Commissioner Gregory Bonin, who resigned effective August 4th to accept a position in Livingston Township. On behalf of the SCJIF, the Executive Director presented Commissioner Bonin with a plaque thanking him for his numerous contributions and service to the Fund, the various Committees, and the taxpayers.

Fund Attorney/Litigation Services: In addition to the report submitted, Fund Attorney Davis will be addressing the Board during Closed Session.

Fund Attorney/Administrative Services: In addition to the report submitted, Fund Attorney Berry discussed the recent NJ Supreme Court decision regarding the Open Public Records Act (OPRA) recognizing government records include not only paper documents, but also information stored electronically and how this affects public entities. Discussion followed.

Fund Attorney Berry used a recent Appellate Court decision regarding disclosure of settlement agreements as a reminder to use discretion when drafting and negotiating terms of confidentiality provisions, with regard to this decision.

Third Party Administrator: No additions to the report submitted.

Custodian of Funds: No additions to the report submitted.

With the departure of Commissioner Bonin, the 2017 SCJIF Committees have been reassigned. New rosters were distributed to all Commissioners present and are attached and made a part of these minutes.

COMMITTEE REPORTS

Audit Committee: In addition to the report submitted, Committee Chairman Auger, stated that the Committee met on June 27th with New Jersey Risk Managers, representatives of Qual-Lynx and Normand Vermette, Managing Director of Alan Gray LLC. Mr. Vermette addressed the Commissioners with brief background information on his organization and gave an overview of the audit findings during the physical claim review conducted of the Claims Administrators files at the Piscataway Qual-Lynx offices.

Coverages Committee: No additions to the report submitted.

Marketing & Strategic Planning Committee: No additions to the report submitted.

Claims Committee: Committee Chairman Trojan stated that in addition to the report of the teleconference held on June 28th, new claims will be discussed in Closed Session.

Safety Committee: In addition to the report submitted, Maryjane Hydro mentioned that the Safety Recognition Breakfast was held June 6th. Javier Esparra, SCJIF Account Manager, provided an analogy of Workers' Compensation to basketball by explaining Cause & Effect, team concept, and even aspects of coaching to administering a Program for Workers' Compensation. Featured speaker, Mark Worthington, Group Manager of Environmental Hygiene from T&M Associates, presented "Benefits Of Having An Effective Safety & Health Program" which highlighted Safety Culture vs. Climate. 2016 Governor's Occupational Safety & Health Awards along with the SCJIF Safety Incentive Program winners were announced.

On June 20th a Seminar for Tractor, Mower & Grounds-Keeping, Hand & Power Tool Safety Training was held and approximately 70 employees attended. SCJIF Loss Prevention/Loss Control Safety Audits are currently being conducted. In the absence of Committee meetings during the months of July & August, a *Summer Safety Package* was mailed out to Safety Committee members.

The next scheduled meeting of the Safety Committee will be 9:30 a.m., Tuesday, September 12th, at the Township of Green Brook. A Basic First Aid and AED Training Course will be provided to Safety Committee Members by George Eversmann, Athletics Director – Aquatics & Facilities at Raritan Valley Community College.

Finance Committee: No additions to the report submitted.

Legislative Committee: No additions to the report submitted.

#17-031 RESOLUTION APPROVING SERVICE PROVIDER AND COMMITTEE REPORTS:

MOTION: Commissioner Trojan
SECOND: Commissioner Pardo
VOTE: Roll Call

ROLL CALL VOTE					
COMMISSIONER		YES	NO	ABSENT	ABSTAIN
COS	PETER PALMER	X			
SCPC	RAYMOND A. BROWN	X			
RVCC	JOHN TROJAN	X			
SCVT	RAELENE CATTERSON	X			
TOB	MARGUERITE SCHMITT	X			
SCLC	BRIAN AUGER	X			
TOGB	RAYMOND S. MURRAY	X			
TOR	DONALD HUTCHINS	X			
TOBW	JAMES T. NAPLES	X			
TOC	MARIE PARDO	X			
TOD	DIANE Mc DANIEL	X			

OLD BUSINESS

#17-030 RESOLUTION RATIFYING PAYMENT OF EXPENSES & CLAIMS REIMBURSEMENTS PAID IN JUNE 2017

MOTION: Commissioner Trojan
SECOND: Commissioner Pardo
VOTE: Roll Call

ROLL CALL VOTE					
COMMISSIONER		YES	NO	ABSENT	ABSTAIN
COS	PETER PALMER	X			
SCPC	RAYMOND A. BROWN	X			
RVCC	JOHN TROJAN	X			

SCVT	RAELENE CATTERSON	X			
TOB	MARGUERITE SCHMITT	X			
SCLC	BRIAN AUGER	X			
TOGB	RAYMOND S. MURRAY	X			
TOR	DONALD HUTCHINS	X			
TOBW	JAMES T. NAPLES	X			
TOC	MARIE PARDO	X			
TOD	DIANE Mc DANIEL	X			

#17-032 RESOLUTION AUTHORIZING PAYMENT OF CURRENT EXPENSES & CLAIMS REIMBURSEMENTS

MOTION: Commissioner Trojan
SECOND: Commissioner Pardo
VOTE: Roll Call

ROLL CALL VOTE					
COMMISSIONER		YES	NO	ABSENT	ABSTAIN
COS	PETER PALMER	X			
SCPC	RAYMOND A. BROWN	X			
RVCC	JOHN TROJAN	X			
SCVT	RAELENE CATTERSON	X			
TOB	MARGUERITE SCHMITT	X			
SCLC	BRIAN AUGER	X			
TOGB	RAYMOND S. MURRAY	X			
TOR	DONALD HUTCHINS	X			
TOBW	JAMES T. NAPLES	X			
TOC	MARIE PARDO	X			
TOD	DIANE Mc DANIEL	X			

MOTION TO OPEN MEETING FOR PUBLIC COMMENT ON BUDGET AT 9:08 A.M.:

MOTION: Commissioner Trojan
SECOND: Commissioner Murray
VOTE: Unanimous

PUBLIC COMMENT: None.

MOTION TO RETURN TO REGULAR SESSION AT 9:09 A.M.:

MOTION: Commissioner Murray
SECOND: Commissioner Brown
VOTE: Unanimous

#17-033 RESOLUTION ADOPTING THE AMENDED BUDGET FOR THE 2017 FUND YEAR:

MOTION: Commissioner Trojan
SECOND: Commissioner Pardo
VOTE: Roll Call

ROLL CALL VOTE					
COMMISSIONER		YES	NO	ABSENT	ABSTAIN
COS	PETER PALMER	X			
SCPC	RAYMOND A. BROWN	X			
RVCC	JOHN TROJAN	X			
SCVT	RAELENE CATTERSON	X			
TOB	MARGUERITE SCHMITT	X			
SCLC	BRIAN AUGER	X			
TOGB	RAYMOND S. MURRAY	X			
TOR	DONALD HUTCHINS	X			
TOBW	JAMES T. NAPLES	X			
TOC	MARIE PARDO	X			
TOD	DIANE Mc DANIEL	X			

NEW BUSINESS

#17-034 RESOLUTION TO ENTER CLOSED SESSION AT 9:10 A.M.:

MOTION: Commissioner Trojan
SECOND: Commissioner Brown
VOTE: Unanimous

General Liability Claim:

- X47003

Workers' Compensation Claims:

- W66783
- X87262
- Z16883
- Z27711
- Z33008
- 2017093940
- 2017101684

Fund Attorney Davis acknowledged a recent claim for which the SCJIF provides limited defense coverage. Three Fund Members have been named along with several municipalities outside of the SCJIF, which are represented by DiFrancesco Bateman. Discussion followed on the aggregate cost savings which can be realized by joint representation.

MOTION TO RETURN TO REGULAR MEETING AT 9:27 A.M.:

MOTION: Commissioner Trojan
SECOND: Commissioner Palmer
VOTE: Unanimous

#17-035 RESOLUTION AUTHORIZING PAYMENT OF CLAIMS:

MOTION: Commissioner Trojan
SECOND: Commissioner Pardo
VOTE: Roll Call

ROLL CALL VOTE					
COMMISSIONER		YES	NO	ABSENT	ABSTAIN
COS	PETER PALMER	X			
SCPC	RAYMOND A. BROWN	X			
RVCC	JOHN TROJAN	X			
SCVT	RAELENE CATTERSON	X			
TOB	MARGUERITE SCHMITT	X			
SCLC	BRIAN AUGER	X			
TOGB	RAYMOND S. MURRAY	X			
TOR	DONALD HUTCHINS	X			
TOBW	JAMES T. NAPLES	X			
TOC	MARIE PARDO	X			
TOD	DIANE Mc DANIEL	X			

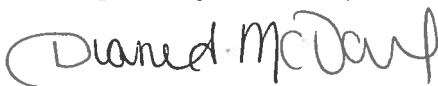
MOTION TO APPROVE MINUTES FROM MAY 24th, 2017 CLOSED SESSION:

MOTION: Commissioner Trojan
SECOND: Commissioner Brown
VOTE: Unanimous

MOTION TO ADJOURN AT 9:29 A.M.:

MOTION: Commissioner Trojan
SECOND: Commissioner Pardo
VOTE: Unanimous

Respectfully submitted,



Diane McDaniel, Secretary